

25X1A

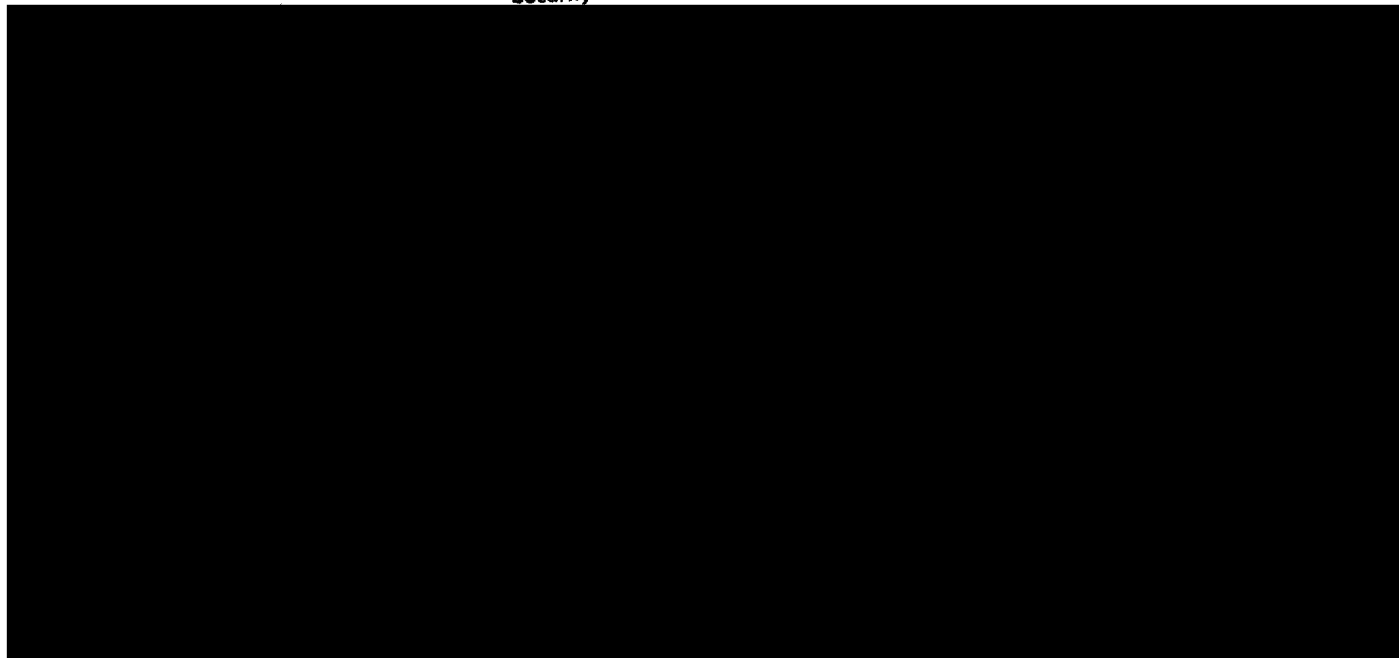
Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050020-1

Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050020-1

SECRET

Security Information

25X1A



The increases requested in the Records Management Branch and Records Center Branch are to provide an adequate records management program which the agency has not previously had. Such a program, when properly established and maintained, should bring about savings in excess of the personnel costs necessary to maintain the program through economies in filing equipment purchases, reduced personnel costs for filing personnel, and reduction in space requirements. Also, the program will improve internal administrative management and efficiency as a result of the establishment of uniform filing systems, and better control of distribution of copies of all documents.

An additional element of the program is the maintenance of a Vital Materials program and the deposit of vital materials in the repository at [REDACTED] Deposits made to date total 814,102 documents and 175,600 feet of microfilm, (895,290 filmed documents.)

25X1A

The increases requested for the Mail Control Branch are necessary due to the addition of 3 new buildings to be serviced, i.e., I, J, and Riverside Stadium, as well as other buildings which will be acquired when additional agency space requirements can be determined. The recent addition of 2 Special Couriers by assignment to the Executive Registry, Administration Building, were provided through the reduction of the number of couriers for general agency use without additions to the T/O. Improvements in the courier service by greater speed in distribution can, as a result of courier personnel utilization studies by the Chief, Administrative Service, only be made by additional personnel.

CONFIDENTIAL
SECRET